

REQUEST FOR PROPOSALS

PROJECT SAFE NEIGHBORHOODS

Reducing America's Gun Violence

MEDIA DEVELOPMENT

**Funded By: Chicago Crime Commission
Through Federal Project Safe Neighborhoods
Northern District of Illinois**

Open dates: August 25 - September 7, 2004, 12:00 noon

REQUEST FOR PROPOSALS
for
Project Safe Neighborhoods Media Development
Funded by
Chicago Crime Commission

Please read this solicitation in its entirety before beginning to prepare your proposal

To Combat gun crime, in 2001 President George W. Bush created an aggressive, comprehensive gun crime reduction strategy called Project Safe Neighborhoods (PSN). By linking federal, state and local law enforcement, prosecutors, and community leaders, PSN provides a multifaceted approach to deterring and punishing gun crime. It represents a nationwide commitment to reduce gun crime by providing locally based programs with the tools and resources they need to succeed.

PSN (www.psn.gov) is committed to building effective federal, state and local partnerships; using research tools to assist with guiding local strategies and measuring their impact; providing comprehensive training; conveying the initiative's priorities, message and results to the community and the media; and building a strong and lasting coalition with citizens so they will be agents of change in their own communities.

The Administration has devoted more than \$1 billion to PSN over 4 years. The Northern District of Illinois has received an allocation to implement PSN in Chicago, and \$241,000 of that allocation has been earmarked to initiate a comprehensive campaign aimed at deterring felons from carrying firearms.

Available funds: A total of \$241,000 in PSN 03 funds has been earmarked for the development and implementation of an out of house media campaign in four Chicago Police Districts deemed the most violent. These funds are to be used for the

creation, production and implementation of a media campaign aimed at deterring felons from carrying guns. Additional awards may be available to continue these programs. These additional awards are contingent upon satisfactory project performance and the availability of future federal appropriations and awards.

This project is supported by Grant # 2003-GP-CX-0573 awarded by the Bureau of Justice Assistance through the Illinois Criminal Justice Information Authority (the Authority). The Bureau of Justice Assistance is a component of the Office of Justice Programs, which also includes the Bureau of Justice Statistics, the National Institute of Justice, the Office of Juvenile Justice and Delinquency Prevention, and the Office for Victims of Crime.

Project awards: The minimum project award is \$35,000. There is no maximum award size if it is deemed that additional awards be made to continue the campaign.

Eligibility: This solicitation is open to advertising and production agencies. Individuals with graphic arts expertise may apply.

Proposal Deadline: Proposals must be received by 12:00 noon on Tuesday, September 7, 2004.

Facsimile transmissions are not acceptable. **Late proposals will not be accepted.**

Start Date and Duration: The project may begin as soon as Monday, September 13, 2004.

Proposal must include a completed milestone chart that details the proposed project start

date and target dates for each phase of the project to be completed by the bidding agency.

All project activities must be completed no later than July 31, 2005. Subject to satisfactory performance and the availability of funds, the Chicago Crime Commission reserves the right to renew contracts that result from this solicitation.

Questions:

- **Thomas Kirkpatrick, Chicago Crime Commission, at (312) 372-0101 or via e-mail at tbkirkpatrick@chicagocrimecommission.org.**
- **Kimberly Nerheim, Office of the U.S. Attorney for the Northern District of Illinois at (312) 353-5489 or via e-mail at Kimberly.nerheim@usdoj.gov.**
- **The Chicago Project Safe Neighborhood's web site, www.psnchicago.org, also provides information on this RFP.**

SECTION I: OVERVIEW

The United States Attorney's Office is the agency responsible for the implementation and evaluation of the Project Safe Neighborhoods Program in the Northern District of Illinois.

Awards made from the PSN federal allocation are selected by its task force of local, state and federal law enforcement and administered by the *Illinois Criminal Justice Information Authority*.

SECTION II: BACKGROUND

This RFP is being issued to solicit proposals from graphic art, advertising and production agencies to develop and implement an out of house innovative media campaign directed at felons to deter them from carrying a firearm. This campaign is to include billboard, bus and radio ads.

The creative must be submitted, along with storyboards and scripts for immediate implementation. Project Safe Neighborhoods is a task force approach linking federal, state and local law enforcement, prosecutors, and community leaders to address gun violence in their neighborhoods. PSN provides a multifaceted approach to deterring and punishing gun crime. It represents a nationwide commitment to reduce gun crime by providing locally based programs with the tools and resources they need to succeed. The purpose of the funding is to develop an effective campaign to deter violent gun crime, beginning with felons who face substantially larger prison sentences under federal prosecutions associated with Project Safe Neighborhoods.

Component One: Under this solicitation, each applicant may submit a proposal for one media concept dealing with the problem population: felons. This proposal must include a thorough description and concepts of the proposed creative. The creative is to include out of house advertising, including but not limited to: posters for posting in and on buses, billboards and radio

ads. The campaign must have a common theme throughout and identify itself as a Project Safe Neighborhoods campaign. Lastly, it must convey the most important issue: hard prison time for gun crime.

Component Two: Applicants may choose to but are not required to propose the implementation of the creative, as long as it is directly impacting the four “hot spots” of Chicago, where gun crime is most prevalent; Chicago Police Districts 7, 9, 11 and 15.

SECTION III: ELIGIBILITY

Graphic arts, advertising and production agencies, nonprofit organizations and units of state and local government are eligible to apply for grants to the PSN task force for this funding.

SECTION IV: ALLOWABLE COSTS

Projects may charge only the following costs to funded agreements:

- Personnel who will work directly on the funded project.
- Contractual services, including contractual personnel, translation, printing and media production such voice over talent for radio spots, audio editing, graphic design, duplication of materials, photographer. Contractual service must be charged at no more than their usual and customary rate. Contractual services charged at more than \$56.25 per hour or \$450 for an 8 hour day must be justified by through the submission of a previously issued invoice for services which documents this charge as the usual and customary rate. Additional justification may also be required.
- Commodities such as office supplies, media production materials and postage that will be used for the project only.

SECTION VI: MULTIPLE CONTRACTORS

The Project Safe Neighborhoods Task Force reserves the right to select multiple contractors it seems most qualified for selected components of the project or to select one vendor for the entire project.

SECTION VII: PROPOSAL DEADLINE

Proposals must be received by 12:00 noon on Tuesday, September 7, 2004. Facsimile transmissions will not be accepted. Late submissions will not be accepted. Proposals may be mailed or delivered in a sealed envelope to:

Chicago Crime Commission
79 West Monroe
Chicago, Illinois 60603
Attention: PSN RFP

SECTION VIII: PROPOSAL CONTENT

To be accepted for consideration, proposals should meet the requirements set forth in this RFP:

- _ Applicants must submit an original (unbound) and five (5) copies of the proposal. The copies may be bound.
- _ Proposal must be on 8.5 _ x 11 _ paper, single-sided, double-spaced, with margins of not less than 1 _ each, in 12 point font size.
- _ Proposal must include the following components:
 - _ Completed and signed proposal checklist;
 - _ A completed cover page that includes the name and address of the organization, the full name of a contact person, telephone number, facsimile number, e-mail address, and total bid amount for each component of the project;

- Narrative that describes the creative concept and demonstrates a thorough understanding of the Project Safe Neighborhood message and mission as well as the target audience for the campaign and that includes a project milestone chart.
- Completed proposal budget;
- Completed and signed federal certification forms.

Proposals that do not meet all of the requirements set forth above may have up to 10 points deducted from their scores.

Proposal packages will be opened at 2:00 p.m. on September 7, 2004.

SECTION IX: REVIEW CRITERIA AND PROCEDURES

Proposals will be selected by a panel of PSN Task Force members. The Authority staff will conduct a final review of proposals for allowability of services, activities and costs. Preliminary award decisions will be made and applicants will be notified of the decision at the earliest possible date.

The Chicago Crime Commission reserves the right to reject any or all proposals if it is determined that submission(s) are not satisfactory. The Chicago Crime Commission also reserves the right to invite one or more applicants to submit present clarifying information on materials submitted.

Proposal selection will be made using the following criteria:

- **Innovation (30 points):** The proposed campaign is creative in nature and easily understood by the target population (felons) and is consistent with the sole mission of PSN: to reduce gun violence.
- **Reasonable Cost: (30 points):** Campaign costs must be commensurate with current industry standards.

Capacity to Implement (40 points): Narrative and creative materials illustrate a fully realized creative concept that indicate applicant understanding of the PSN Program and administrative requirements, and demonstrates a plan and capacity to implement the campaign immediately. References and examples of previous work demonstrate a history of successful completion of similar projects

The content of each selected proposal, including possible clarifications, will define the project and will be appended to a written contract between the applicant and the Chicago Crime Commission. In addition, other grant obligations include, but are not limited to, those specified in the following contract addendum. Failure of a selected applicant to accept grant obligations may result in cancellation of that agency's selection.

The _____, hereafter referred to as the “implementing agency” and _____, hereafter referred to as the “CONTRACTOR”, agree to adhere to and comply with the following terms and conditions, as an addendum to, and in the performance of, the agreement to which these provisions are attached.

- **RECORD RETENTION:**

CONTRACTOR agrees to retain financial and program records for a minimum of 3 years after the expiration date of this agreement, or 3 years after closure of CONTRACTOR’s most recent audit report, whichever is later. CONTRACTOR shall maintain, for this 3-year period, adequate books, records, and supporting documents to verify the amounts, recipients, and uses of all disbursements of funds passing in conjunction with this agreement; the agreement and all books, records, and supporting documents related to the agreement shall be available for review and audit by the Auditor General, federal awarding agency personnel, the Authority, or any person duly authorized by the Authority; and CONTRACTOR agrees to cooperate fully with any audit conducted by the Auditor General, the federal awarding agency, the Authority or any person duly authorized by the Authority, and to provide full access to all relevant materials. Failure to maintain the books, records, and supporting documents required by this Section shall establish a presumption in favor of the State for the recovery of any funds paid by the State under the agreement for which adequate books, records, and supporting documentation are not available to support their purported disbursement.

Records shall be maintained beyond the 3-year period if any litigation, claim, audit, fiscal review, negotiation, or other action involving the records has been started before the expiration of the above three-year period; in such cases, these records must be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular three-year period, whichever is later.

- **CERTIFICATION:**

CONTRACTOR certifies that it has not been barred from contracting with a unit of state or local government as a result of a violation of Section 33E-3 or 33E-4 of the Criminal Code of 1961.

- **EQUIPMENT CONDITIONS:**

CONTRACTOR certifies that any equipment purchased using funds from this agreement shall be year 2000 compliant and shall be able to process all time/date data after December 31, 1999.

- **ELIGIBILITY FOR EMPLOYMENT IN THE UNITED STATES:**

CONTRACTOR shall complete and keep on file, as appropriate, the Immigration and Naturalization Service Employment Eligibility Form (I-9). This form shall be used by CONTRACTOR to verify that persons employed by CONTRACTOR are eligible to work in the United States.

- **NONDISCRIMINATION:**

CONTRACTOR certifies that no person shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in connection with any activity funded under this agreement on the basis of race, color, age, religion, national origin, disability, or sex. CONTRACTOR assures compliance with the following laws, and all associated rules and regulations: Non-Discrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 U.S.C. 3789(d); Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; the Department of Justice Non-Discrimination Regulations, 28 CFR Part 42, subparts C, D, E, and G; the Department of Justice regulations on disability discrimination, 28 CFR Part 35 and Part 39; Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons (Federal Register, June 18, 2002, Volume 67, Number 117, Page 41455-41472); the Illinois Human Rights Act, 775 ILCS 5; the Public Works Employment Discrimination Act, 775 ILCS 10; the Illinois Environmental Barriers Act, 410 ILCS 25. All applicable provisions, rules and regulations of these Acts are made a part of this agreement by reference as though set forth fully herein.

In the event that a federal or State court or administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, age, religion, national origin, disability, or sex against CONTRACTOR, or any subgrantee or contractor of CONTRACTOR, CONTRACTOR will forward a copy of the finding to the implementing agency and the Authority. The Authority will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs.

CONTRACTOR certifies that it shall not pay any dues or fees on behalf of its employees or agents or subsidize or otherwise reimburse them for payment of their dues or fees to any club which unlawfully discriminates, and that it shall comply with all provisions of the Discriminatory Club Act (775 ILCS 25).

- **CONFIDENTIALITY OF INFORMATION:**

CONTRACTOR agrees not to use or reveal any research or statistical information furnished under this program by any person and identifiable to any specific private person for any purpose other than the purpose for which such information was obtained in accordance with applicable federal legislation, regulations and guidelines. Such information shall be immune from legal process and shall not, without the consent of the person furnishing the information, be admitted as evidence or used for any purpose in any action, suit or other judicial, legislative or administrative proceeding.

- **PROCUREMENT REQUIREMENTS/CONFLICT OF INTEREST:**

All procurement transactions shall be conducted by CONTRACTOR in a manner to provide, to the maximum extent practical, open and free competition. CONTRACTOR must use procurement procedures that minimally adhere to standards established by the Illinois Procurement Code (30 ILCS 500) and all applicable executive orders and federal guidelines. No employee, officer or agent of CONTRACTOR shall participate in the selection, or in the award or administration of a contract supported by federal funds if a conflict of interest, real or apparent, would be involved.

- **APPLICABLE LAW:**

CONTRACTOR shall operate in conformance with the following State and federal laws and guidelines, currently in effect and hereafter amended, when applicable: federal legislation, regulations and guidelines regarding the applicable federal grant program; the Office of Justice Programs' Financial Guide; Office of Management and

Budget Circulars A-21, A-87, A-102, A-110, A-122, and A-133; the Illinois Grant Funds Recovery Act (30 ILCS 705); Illinois Procurement Code (30 ILCS 500); the State Comptroller Act (15 ILCS 405); the U.S. Department of Justice Regulations Governing Criminal History Record Information Systems (28 CFR Part 20.1 et seq.); the U.S. Department of Justice Regulations Governing Confidentiality of Identifiable Research and Statistical Information (28 CFR Part 22.1 et seq.); the U.S. Department of Justice Regulations Governing Governmentwide Debarment and Suspension (28 CFR Part 67.100 et seq.) and the rules of the Authority (20 Ill. Adm. Code 1520 et seq.).

CONTRACTOR shall comply with all applicable laws, regulations, and guidelines of the State of Illinois, the Federal Government and the Authority in the performance of this agreement, currently in effect and hereafter amended, including but not limited to: the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18, Administrative Review Procedures; Part 20, Criminal Justice Information Systems; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 23, Criminal Intelligence Systems Operating Policies; Part 30, Intergovernmental Review of Department of Justice Programs and Activities; Part 42, Non-Discrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Part 67, Governmentwide Debarment and Suspension (Nonprocurement); provisions of 48 CFR regarding federal acquisition principles, including Part 31, Contract Cost Principles and Procedures; Section 8136 of the Department of Defense Appropriations Act of 1988 (P.L. 100-463, effective October 1, 1988); National Environmental Policy Act of 1969, 42 U.S.C. pars. 4321 et seq.; National Historic Preservation Act of 1966, 16 U.S.C. pars. 470 et seq.; Flood Disaster Protection Act of 1973, 42 U.S.C. pars 4001 et seq.; Clean Air Act of 1970, 42 U.S.C. pars. 7401 et seq.; Clean Water Act, 33 U.S.C. pars. 1368 et seq.; Executive Order 11738; and EPA regulations (40 CFR Part 15); Federal Water Pollution Control Act of 1948, as amended, 33 U.S.C. pars. 1251 et seq.; Safe Drinking Water Act of 1974, 42 U.S.C. pars. 300f et seq.; Endangered Species Act of 1973, 16 U.S.C. pars. 1531 et seq.; Wild and Scenic Rivers Act of 1968, as amended, 16 U.S.C. pars. 1271 et seq.; Historical and Archeological Data Preservation Act of 1960, as amended, 16 U.S.C. pars. 469 et seq.; Coastal Zone Management Act of 1972, 16 U.S.C. pars. 1451 et seq.; Coastal Barrier Resources of 1982, 16 U.S.C. pars. 3501 et seq.; Indian Self Determination Act, 25 U.S.C. par. 450f; Intergovernmental Cooperation Act of 1968, 42 U.S.C. 4201 et seq.; Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, 42 U.S.C. pars. 4601 et seq.; Hatch Political Activity Act of 1940, as amended, 5 U.S.C. pars. 1501 et seq.; Animal Welfare Act of 1970, 7 U.S.C. pars. 2131 et seq.; Demonstration Cities and Metropolitan Development Act of 1966, 42 U.S.C. pars. 3301 et seq.; Federal Fair Labor Standards Act of 1938, as amended, 29 U.S.C. pars. 201 et seq.; and E.O. 11246 "Equal Employment Opportunity," as amended by E.O. 11375, and supplemented by regulations at 41 CFR Part 60.

Failure of CONTRACTOR to comply with applicable laws, regulations, and guidelines may result in the suspension or termination of this agreement, or pursuit of other remedies that may be legally available.

- **CERTIFICATIONS REGARDING DEBARMENT AND A DRUG-FREE WORKPLACE:**

As required by the Authority, CONTRACTOR shall complete and submit the federal Certification Regarding A Drug-Free Workplace and shall certify that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

- **CERTIFICATION REGARDING LOBBYING:**

Federal funds are prohibited from being used for influencing or attempting to influence persons in connection with covered federal transactions, which include the awarding, making, entering into, extension, continuation, renewal, amendment, or modification, of federal grants or contracts. If receiving more than \$100,000 pursuant to this agreement, CONTRACTOR agrees to provide a Certification Regarding Lobbying to the Authority and, if applicable, a Disclosure of Lobbying Activities form. If a subcontractor will receive more than \$100,000 in federal funds pursuant to this agreement, CONTRACTOR will provide to the Authority a Certification Regarding Lobbying and, if applicable, a Disclosure of Lobbying Activities form signed by the subcontractor. CONTRACTOR must provide these certifications and disclosures as required by the Authority.

- **STATEMENTS, PRESS RELEASES, ETC.:**

When issuing statements, press releases, requests for proposals, bid solicitations, and other documents describing projects or programs funded in whole or in part with federal money, the CONTRACTOR shall clearly state (1) the percentage of the total cost of the program or project which will be financed with federal money, and (2) the dollar amount of federal funds for the project or program.

- **COPYRIGHTS, PATENTS:**

If this agreement results in a copyright, the Illinois Criminal Justice Information Authority and the federal awarding agency, reserve a royalty-free, nonexclusive and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for government purposes, the work or the copyright to any work developed under this agreement and any rights of copyright to which a grantee, subgrantee or a contractor purchases ownership with grant support.

If this agreement results in the production of patentable items, patent rights, processes, or inventions, the CONTRACTOR shall immediately notify the implementing agency, and the implementing agency shall notify the Authority. The Authority will provide the implementing agency and CONTRACTOR with further instruction on whether protection on the item will be sought and how the rights in the item will be allocated and administered in order to protect the public interest, in accordance with federal guidelines.

- **PUBLICATIONS:**

CONTRACTOR shall submit to the implementing agency, and the implementing agency shall submit to the Illinois Criminal Justice Information Authority for review, a draft of any publication that will be issued by CONTRACTOR describing or resulting from programs or projects funded in whole or in part with federal or matching funds, no later than 60 days prior to its printing.

Any such publication shall contain the following statement:

"This project was supported by Grant # _____ (*contact the implementing agency for the proper grant number*), awarded by the _____ (*contact the implementing agency for the proper federal awarding agency name*), Office of Justice Programs, U.S. Department of Justice, through the Illinois Criminal Justice Information Authority. Points of view or opinions contained within this document are those of the author and do not necessarily represent the official position or policies of the U.S. Department of Justice, or the Illinois Criminal Justice Information Authority."

These publication requirements pertain to any written, visual or sound publication, but are inapplicable to press releases, newsletters and issue analyses. Exceptions to these requirements may be granted upon prior Authority approval,

- **INSPECTION AND AUDIT:**

If required by revised Office of Management and Budget Circular A-133 "Audits of States, Local Governments, and Non-Profit Organizations," CONTRACTOR agrees to provide for an independent audit of its activities in accordance with A-133. Such audits shall be made annually, unless A-133 allows CONTRACTOR to undergo biennial audits. All audits shall be conducted in accordance with Government Auditing Standards, Standards for Audit of Governmental Organizations, Programs, Activities and Functions; the Guidelines for Financial and Compliance Audits of Federally Assisted Programs; any compliance supplements approved by the Office of Management and Budget; and generally accepted auditing standards established by the American Institute of Certified Public Accountants. Copies of all audits must be submitted to the Authority within 30 days of completion.

Known or suspected violations of any law encountered during audits, including fraud, theft, embezzlement, forgery, or other serious irregularities, must be immediately communicated to the Authority and appropriate federal, State, and local law enforcement officials.

CONTRACTOR agrees to develop and maintain a record-keeping system to document all agreement related activities and expenditures. These records will act as the original source material for compilation of data and records required by the Authority and all other program activity.

The Authority shall have access for purposes of monitoring, audit and examination to all relevant books, documents, papers, and records of CONTRACTOR, and to relevant books, documents, papers and records of subcontractors.

ACCEPTANCE OF ADDENDUM

The implementing agency and CONTRACTOR agree to adhere to and comply with the above terms and conditions, as an addendum to, and in the performance of, the agreement to which these provisions are attached.

Authorized representative of the implementing agency

Date

Authorized representative of the CONTRACTOR

Date

SECTION XII: PSN GUIDELINES

For more information about Project Safe Neighborhoods, log onto:

www.psnchicago.org

www.psn.gov

**Chicago Crime Commission
Project Safe Neighborhoods Request for Proposal**

MATERIALS CHECKLIST

Please complete this checklist and return it with your proposal materials.

Please verify that you have included hard copy originals of the following items in the proposal package:

- ☐ Cover Page that lists the correct names and phone numbers, specifies the component of the project bid on, and the total bid price for each component.
- ☐ Project Description/Narrative that describes the creative concept and its support of the PSN message.
- ☐ Project Budget
- ☐ Fringe Benefit Worksheet calculating fringe benefits for project personnel
- ☐ Budget Narrative
- ☐ Federal certification form that is completed and signed
- ☐ Completed Milestone Chart
- ☐ Original and 5 copies (may be hardbound) of the seven items listed above.

Please also include:

- ☐ List of references
- ☐ Samples of previous work that demonstrate a capacity to successfully complete the proposed project
- ☐ Preliminary project concepts such as creative work, storyboards and radio ad scripts

Please verify checklist has been reviewed and all requirements have been met.

Signature: _____

Date: _____

Agency: _____

MILESTONE CHART

Activity	Month Begun	Month Completed	Personnel Responsible



U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE COMPTROLLER

**CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND
OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510—

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a

public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620—

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about—

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—

BUDGET DETAIL AND BUDGET NARRATIVE INSTRUCTIONS

GENERAL INSTRUCTIONS:

- The Excel file attached to this solicitation has two tabs: Budget Detail, and Fringe Benefit Worksheet. Please note that all cells with red text are formula cells that will calculate automatically. Do not make any entries in these cells.
- Please round calculations to the nearest dollar. If no costs are anticipated in a section of the budget itemization, write “not applicable” in that section.
- Remember that a separate budget must be submitted for each component of the project for which a bid is submitted.
- All procurements must be competitive.

BUDGET DETAIL (*Tab 2*):

Please fill in only the name of the Bidding Agency. All other fields will calculate or be completed by the grantor.

Personnel Services:

Job Title - Identify the personnel to be used in this project by job title.

Salary Rate and Time - Enter the monthly salary of each individual listed, the percent of time he or she will spend working on project business, and the number of months he or she will be assigned to the project.

Fringe Benefits - Fringe benefits are allowable as long as they are comparable to those granted to other employees of the organization, and allowable under state and federal guidelines. Please use the Fringe Benefit Worksheet to compute the fringe benefit for all grant funded salary positions. Calculate the Total Fringe Benefit charged to the grant and submit worksheet along with submitted budget. Please note that the total fringe benefits calculated on this worksheet must match the fringe benefit line on the Personnel page of the Budget Detail.

Commodities: This section applies to consumable supplies and any equipment items with initial costs of less than \$300. Itemize all commodities to be used for the project. Do not use the designation "miscellaneous" but describe all costs.

Contractual: List all costs that are necessary to execute the proposed project. Use this section to detail contractual personnel and services such as translation and out of house printing and production costs.

BUDGET NARRATIVE INSTRUCTIONS

General Instructions: The Budget Narrative will provide the justification and information necessary to determine how the budget was calculated and the relationship between budgeted items and the proposed program's goals. The budget narrative must explain how each cost is necessary for the program. Use the space under the budget detail to supply the following information.

Personnel: List the personnel to be paid for with agreement funds and briefly explain job duties in relation to program. The Fringe Benefit Worksheet must be completed.

Commodities: Describe the types and quantities of all consumable items to be used by the program. Include computation of costs and explain how estimate of cost was determined, such as amounts used for similar projects.

For example: Office supplies, such as paper, pens, staples and envelopes, at \$50 per month x 12 months = \$600. These cost estimates are based on actual costs of last year's commodities for a like program.

Contractual: Enter the cost of all contractual costs such as contractual staff, translation services and use of media production facilities. Explain in detail all expenses, why they are necessary for the program and how costs were calculated.

For Example: English to Spanish translation services for the radio spots. Cost, \$50 per hour x estimated 12 hours = \$600. Calculations were estimated industry standard costs based on actual costs in similar projects.